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TRANSMITTAL SLIP	DATE
TO:	
ROOM NO.	BUILDING
REMARKS:	

ADDA

DDA (has seen)

DDA Reg.

FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241 REPLACES FORM 36-8 (47)

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ROUTING AND TRANSMITTAL SLIP

	To (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.	EXO/OL		
2.			
3.			
4.			
5.	EXA/DDA		

✓	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
✓	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

DDST 730-84

Bill -

Here's the memo from ADDS&T per our phone discussion. Please draft a response for Bill Donnelly's signature. Thanks,

45-11

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

EXA/DDA

Room No.—Bldg.
7D 18 HQ

STAT

STAT

5041-102

*USGPO 1983-421-529/320

OPTIONAL
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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